



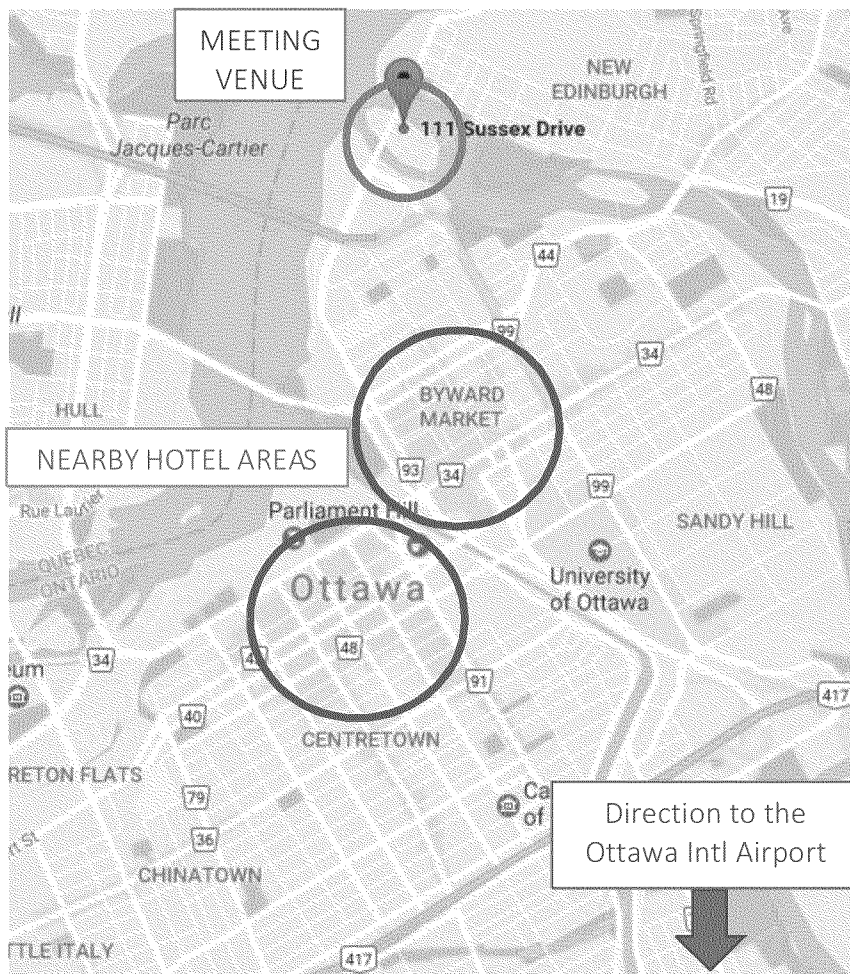
**CLIMATE &
CLEAN AIR
COALITION**
TO REDUCE SHORT-LIVED
CLIMATE POLLUTANTS

LOGISTICS NOTE

Climate and Clean Air Coalition (CCAC)
Scientific Advisory Panel (SAP) Expert Workshop

“Metrics for Evaluating and Reporting on Black Carbon and Methane Interventions”

16-17 March 2017, Ottawa, Canada



VENUE ADDRESS: 111 Sussex Drive,
Ottawa, ON K1N, Canada

DIRECTIONS

You can use a taxi or a bus to reach the meeting venue or your hotel from the airport:



TAXI from the Ottawa International Airport to Ottawa Centretown or Byward Market areas (locations of hotels from the recommended list on p.2) will take between 25-40 min depending on traffic and weather. Taxi to the meeting area from the airport will take around 25-45 min; from hotels area – around 6-15 min.

Payment: in taxi, you can pay with a credit card or cash. A ride from the airport to the city center will cost around CAN\$35-50, and the same range to the meeting venue; from the hotel to the meeting area – around CAN\$7-10.

Taxi service number: +1 613-523-1234,
website: www.coventryconnections.com.

You can also use ride sharing offered by UBER here: <http://www.uber.com/airports/yow>.



BUS No 97 from the Ottawa International Airport to Ottawa Centretown or Byward Market areas will take about 1h10 minutes, and will cost \$3.65 one-way; please note that you would need to request a transfer. For schedules please visit OC Transpo: <http://www.octranspo.com/>

We do **not** recommend you to use a bus to reach the meeting venue as you will need to make a change from bus No 97 to bus No 9 or No 148 which might make your way rather complicated.

For more information on transportation from the airport visit official Ottawa Intl airport website:
<https://yow.ca/en/parking-transportation/transportation>

ACCESS & PARKING

ACCESS to the building is through Bytown Pavilion door (facing the building, doors on the far right)



PARKING: available on site on a first-come, first-serve basis. The current entrance for visitors is through Sussex drive ramp. The cost is \$12 per day, no IN/OUT privileges. From the parking lot, access facilities through C and D exit doors. (Select “T” floor in the elevator for the Terrace level). Payment: Payment machine by elevators (credit card, cash) or at the exit (credit card only).



VISA TO CANADA

Do I need visa to enter Canada?	A list of visa requirements by nationality can be found here: http://www.cic.gc.ca/english/visit/visas.asp
Checking eligibility & applying	Answer a few questions to find out what immigration programs you can apply for. Based on your answers, you will see what programs you may be eligible for, and will receive a detailed list of instructions on what to do next: http://onlineservices-servicesenligne.cic.gc.ca/eapp/eapp.do;jsessionid=4268FF430C60498ADE41A484BE7C19B3
Check application processing times	http://www.cic.gc.ca/english/information/times/index.asp
Electronic Travel Authorization (eTA)	Visa-exempt foreign nationals need an Electronic Travel Authorization (eTA) to fly to or transit through Canada. Please find more information here: http://www.cic.gc.ca/english/visit/apply-who.asp#eta
Get border information for visitors	Travel tips, entry requirements, prohibited or restricted goods and international events in Canada: http://www.cbsa-asfc.gc.ca/travel-voyage/menu-eng.html



If you have any questions regarding your travel to Canada and you could not find answers following the links given above, please feel free to contact the CCAC Secretariat at ccac_secretariat@unep.org.

HOTEL OPTIONS



Please see below the list of hotels located close to the meeting venue. Please note that participants are responsible for arranging their own accommodation.

Andaz Ottawa Byward Market Address: 325 Dalhousie St, Ottawa, ON K1N 7G1 <i>2.0 km from the meeting venue</i>	Phone: +1 (613) 321-1234 Website: https://ottawa.andaz.hyatt.com/en/hotel/home.html
Courtyard Ottawa Downtown Address: 350 Dalhousie St, Ottawa, ON K1N 7E9 <i>2.0 km from the meeting venue</i>	Phone: +1 (613) 241-1000 Website: http://www.marriott.com/hotels/travel/yowcy-courtyard-ottawa-downtown/
Novotel Ottawa Address: 33 Nicholas St, Ottawa, ON K1N 9M7 <i>2.3 km from the meeting venue</i>	Phone: +1 (613) 230-3033 Website: http://www.novotelottawa.com/
Lord Elgin Hotel Address: 100 Elgin St, Ottawa, ON K1P 5K8 <i>2.4 km from the meeting venue</i>	Phone: +1 (613) 235-3333 Website: http://lordelginhotel.ca/
Hotel Indigo Ottawa Downtown City Centre Address: 123 Metcalfe St, Ottawa, ON K1P 5L9 <i>2.7 km from the meeting venue</i>	Phone: +1 (613) 231-6555 Website: https://www.ihg.com/hotels/us/en/reservation

CATERING



Both days of the workshop two **coffee breaks with snacks and lunches will be provided at the venue**. Participants only need to take care of breakfast and dinners on their own.

16 March, 19:30 - Reception hosted by Environment and Climate Change Canada





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SCHEDULE OVERVIEW

16 March DAY 1 – ACCOUNTING METRICS		17 March DAY 2 – INVENTORY AND REPORTING PROTOCOL	
08:30-09.00	ARRIVALS AND REGISTRATION	08:30-09.00	ARRIVALS AND REGISTRATION
09.00-10.40	OPENING & SESSION 1	09.00-09.15	RECAP OF DAY 1 AND PLANS FOR DAY 2
10:40-11.00	Health Break	09:15-10:00	SESSION 5A - PLENARY
11:00-12:30	SESSION 2 - PLENARY PANEL SESSION	10:00-11:20	SESSION 5B - PLENARY PANEL SESSION
12:30-14:00	Interactive Lunch Break	11:20-11.40	Health Break
14:00-15:45	SESSION 3 - BREAKOUT GROUPS	11:40-13:00	SESSION 6 - BREAKOUT GROUPS
15:45-16:00	Health Break	13:00-14:00	Interactive Lunch Break
16:00-18:00	SESSION 4: PLENARY	14:00-15:30	SESSION 7: PLENARY
18:00-18:10	Close of Day 1	15:30-15:50	Health Break
19:30	Reception	15:50-17:20	SESSION 8: PLENARY
		17:30pm	Close of Workshop

TRAVEL TIPS



There are several automated bank machines at disposal on each level of the passenger terminal building of the Ottawa Intl Airport, in both the public areas and beyond security. To find locations for bank machines and other services at the airport, [click here](#).



You can see live weather forecast in Ottawa, Ontario at any time on this website: https://weather.gc.ca/city/pages/on-118_metric_e.html. In middle March, average daily temperature is around -2°C to 5°C, exceeding 14°C dropping below -9°C only one day in ten <https://weatherspark.com/averages/28316/3/Ottawa-Ontario-Canada>



Ottawa's must-see attractions are Parliament Hill, ByWard Market, Rideau Canal, famous museums and galleries, and many others. You can find more information on these attractions as well as book your attraction package & tickets by [clicking HERE#1](#) and/or [HERE#2](#).

Recommended Ottawa tourism offices:

OTTAWA TOURISM | 1-800-363-4465 | <https://yow.ca/en/travel-planning/visiting-ottawa>

OUTAOUAIS TOURISM | 1-800-265-7822 | <http://www.tourismeoutaouais.com/en-ca>

CONTACTS



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